

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 2, CHIEF, INVESTIGATIONS BRANCH
COMMUNITY CARE LICENSING DIVISION

NOTE: This is a 2-year Limited Term Position, pending Control Agency approval.

SALARY: \$7302 - \$8051

FINAL FILE DATE: SEPTEMBER 7, 2006

DUTIES AND RESPONSIBILITIES

Under the direction of the Deputy Director, Community Care Licensing Division (CCLD), the Chief of the Investigations Branch is responsible for managing and directing the activities of a statewide cadre of investigators who conduct investigations into serious health and safety incidents in Child Care, Adult Residential, Children's Residential, and Senior Care Programs. The Branch Chief develops policies and procedures to be observed by County community care licensing investigators as well. As this is a newly formed Branch, the Chief is responsible for establishing administrative oversight systems to monitor the quantity, quality, and timeliness of the investigative workload, and to conduct quality control activities. Updating policies and guidelines, instituting training as needed, and establishing investigative priorities for the Division are expected of the Chief. Additionally, development and coordination of policy changes adopted by management as a result of investigative findings across all programs are within the Chief's purview. The Chief is also responsible for conducting internal investigations for the Department.

As a member of the Division's management team, the Branch Chief assists and advises the CCLD Deputy Director in the development, implementation, administration, assessment and enforcement of the Division's policies and procedures. The Branch Chief represents the Division and the Department with the Legislature,

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other agencies, industry representatives, the general public and the media. The Chief of the Investigations Branch will be expected to testify on critical and sensitive program issues before Legislative committees and to interact on a regular basis with client advocates and provider organizations. The Chief will have frequent contact with staff throughout the Community Care Licensing Division and the Legal Division as well as law enforcement agencies and courts.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified candidates a number of pre-determined job-related questions. It is anticipated that the examination interviews will be conducted during **October, 2006**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies if they occur within the next 12 months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Working knowledge of the California Department of Social Services (CDSS) and experience in investigations of community care facilities.
- b. Experience in management of Community Care Licensing programs.

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DESIRABLE QUALIFICATIONS (CONTINUED)

- c. Knowledge of State Civil Service rules and procedures relating to hiring, equal employment opportunity, staff development, and discipline.
- d. Ability to respond rapidly and effectively to changes in program policy.
- e. Ability to establish a management team.
- f. Ability to direct investigative services to ensure investigations are of the highest standards and provide required protections for clients in community care facilities.
- g. Ability to communicate effectively with staff at all levels, law enforcement agencies, the courts, providers, and clients.
- h. Ability to motivate staff.
- i. Experience in working with legislative committees, members, and the media.
- j. It is desirable the candidate have peace officer status.

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of program development and evaluation; methods of administrative problem solving; knowledge of California Community Care Programs and investigative techniques; knowledge of the California Welfare and Institutions Code, the California Code of Regulations, and the CDSS Manual of Policies and Procedures; human resource management techniques; the Department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, law enforcement, the courts, and the Legislative and Executive Branches; ability to analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must each of the following documents:

- 1. An Application for Examination (STD 678) specifying which examination you are applying for and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.**

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

Note: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Send these documents to: California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814

Applications must be postmarked no later than the final file date of **September 7, 2006**. Applications postmarked, personally delivered, faxed, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the position should be directed to Moc Van at (916) 657-2020.

Questions regarding the exam should be addressed to Chris Wills at (916) 654-1679.